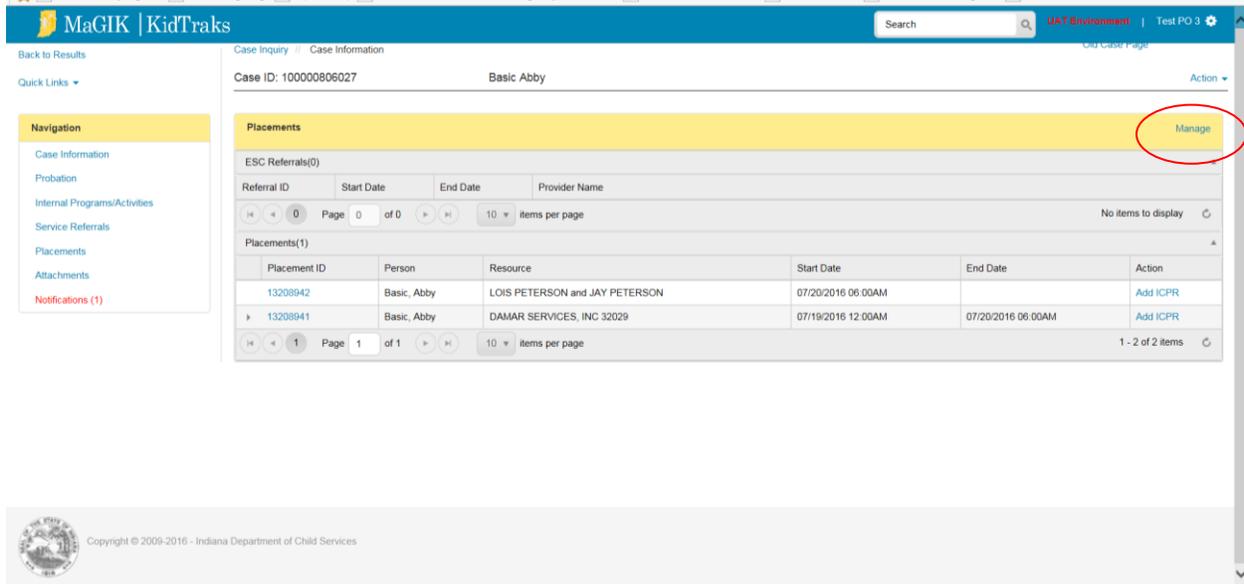


	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date: 9/30/2016
	Section 11: Trial Home Visit	Version: 1

GUIDANCE

Add Trial Home Visit

When a child is released from placement, but the court has not discharged the child from probation, the child will be sent on a Trial Home Visit (THV). Generally, the child is released to a parent or guardian, often times the same home from which they were initially removed. To enter the THV, navigate to the Probation link on the right side of the screen, then select “Manage”.



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Case Inquiry // Case Information

Case ID: 10000806027 Basic Abby Action

Placements Manage

ESC Referrals(0)

Referral ID	Start Date	End Date	Provider Name
No items to display			

Placements(1)

Placement ID	Person	Resource	Start Date	End Date	Action
13208942	Basic, Abby	LOIS PETERSON and JAY PETERSON	07/20/2016 06:00AM		Add ICPR
13208941	Basic, Abby	DAMAR SERVICES, INC 32029	07/19/2016 12:00AM	07/20/2016 06:00AM	Add ICPR

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Select "Action" then "Add Trial Home Visit".

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Search [] UAT Environment | Test PO 3

Manage Placements

Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.

* Was the youth placed into an Emergency Shelter Care program WITHOUT a court order AND released to the parent/guardian/custodian prior to the Emergency Shelter Care placement being authorized by a court order? No Yes

ESC Referrals

Referral ID	Start Date	End Date	Provider Name	Print
No items to display				

Placements

Placement ID	Person	Resource	Relationship	Start Date	End Date	Action	Delete
13208942	Basic, Abby	LOIS PETERSON and JAY PETERSON		07/20/2016 6:00:00 AM		Add Placement Add Runaway from Placement Add Trial Home Visit	
13208941	Basic, Abby	DAMAR SERVICES, INC 32029		07/19/2016 12:00:00 AM	07/20/2016 6:00:00 AM		

Save Close

A pop-up box will appear where you will enter:

- **Date Returned Home*:** Use the calendar to set the begin date and the clock to set the approximate time that the child returned home.
- **With whom is the child during the THV:*** The drop-down box will display all Case Participants, whether household members or non household members. If the youth is being placed with someone other than those who appear in the drop down, the user will need to add that person as a Case Participant first.

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Search [] UAT Environment | Test PO 3

Manage Placements

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* Was the youth placed into an Emergency Shelter Care program WITHOUT a court order AND released to the parent/guardian/custodian prior to the Emergency Shelter Care placement being authorized by a court order? No Yes

Add Trial Home Visit
* Date Returned Home: 7/20/2016
* With whom is the child during the THV: Mom Basic
Add

ESC Referrals

Referral ID	Start Date	End Date	Print
No items to display			

Placements

Placement ID	Person	Resource	Relationship	Start Date	End Date	Delete
13208942	Basic, Abby	LOIS PETERSON and JAY PETERSON		07/20/2016 6:00:00 AM		
13208941	Basic, Abby	DAMAR SERVICES, INC 32029		07/19/2016 12:00:00 AM	07/20/2016 6:00:00 AM	

Save Close

Click “Add” and the data will auto populate onto the placement history page including the name of the person with whom the child is during the THV. To exit the pop up screen without saving, click on the X in the upper right hand corner.

Click “Save” then “Close” and you will be directed back to the placement screen and the THV will have been added.

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Search
UAT Environment | Test PO 3

Manage Placements

Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.

* Was the youth placed into an Emergency Shelter Care program WITHOUT a court order AND released to the parent/guardian/custodian prior to the Emergency Shelter Care placement being authorized by a court order? No Yes

ESC Referrals

Referral ID	Start Date	End Date	Provider Name	Print
Page 0 of 0 10 items per page No items to display				

Placements Action ▾

Placement ID	Person	Resource	Relationship	Start Date	End Date	Delete
▶ 13208943	Basic, Abby	Trial Home Visit (Basic, Mom)		07/20/2016 6:30:00 AM		✕
▶ 13208942	Basic, Abby	LOIS PETERSON and JAY PETERSON		07/20/2016 6:00:00 AM	07/20/2016 6:30:00 AM	✕
▶ 13208941	Basic, Abby	DAMAR SERVICES, INC 32029		07/19/2016 12:00:00 AM	07/20/2016 6:00:00 AM	✕

Page 1 of 1 10 items per page 1 - 3 of 3 items

Save Close

